



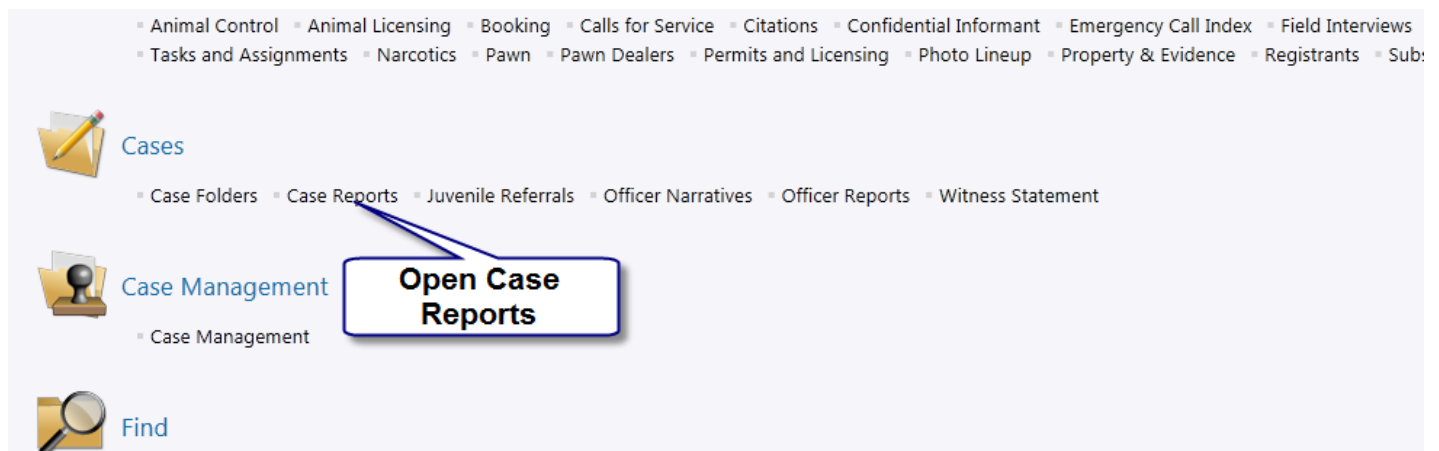
TRAINING BULLETIN #3





2014 MICR Incident Reporting Deadline: March 20th

MICR requires that any 2014 Incident Report be submitted to them no later than March 20th, 2015.

A Case Report is only able to be sent to MICR if it has reached the 'WORK COMPLETE' stage of the Workflow Process.

Below you will find step by step screen shots to walk you through the process of determining how many 2014 cases your department may still have 'pending' and not ready to be sent to MICR.



View   Add Record  Open Record  Delete Record

Search Clear

Case Report Number

Disposition

Entered On






Entered By

Reported On

Select Search

My Documents

Case Report Number	Subject	Disposition	Entered
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View   Add Record  Open Record  Delete Record 

Search Clear

Case Report Number

Disposition

Entered On









Entered By

Reported On

Select this icon to maximize your screen

Search Results

Case Report Number	Subject
1406270111-001	kkee/ekkee
201410310115-001	1
201410310116-001	98009/test print/krame
201411050117-001	30
2014111301-001	13002/aggravated assault/smith/jones/mur
1411210129-001	ASSAUL - ASSAULT
201411210123-001	Test Case

 Add Record  Open Record  Delete Record  Reports  Workflow  Print  Refresh  Other Actions

Search Results

Case Report Number	Subject	Disposition	Entered On	Reported On	Reported By	Occurred On	Juvenile	Workflow Stage
✓ 1406270111-001	kkee/ekkee	2 - Arrest	7/15/2014		SRMS-014 - Dowell, Mary	7/15/2014 4:23:33 AM		Review
✓ 201410310115-001	1	4 - Active	10/31/2014	10/31/2014	SRMS-012 - Krame	10/31/2014 10:27:20 AM		Review
✓ 201410310116-001	98009/test print/krame	4 - Active	10/31/2014	10/31/2014	SRMS-014 - Dowell, Mary	10/31/2014 11:12:45 AM		Review
✓ 201411050117-001	30	4 - Active	11/5/2014	11/5/2014	SRMS-014 - Krame	11/5/2014 9:24:00 AM		Review
✓ 2014111301-001	13002/aggravated assault/smith/jones/murray	4 - Active	11/13/2014	11/13/2014	SRMS-014 - Dowell, Mary	11/13/2014 8:30:00 AM		Review
✓ 1411210129-001	ASSAUL - ASSAULT	4 - Active	11/21/2014	11/21/2014	SRMS-014 - Dowell, Mary	11/21/2014 10:38:41 AM		In-Progress
✓ 201411210123-001	Test Case	4 - Active	11/24/2014	11/24/2014	SRMS-50 - Kline, Phylena	11/24/2014 3:00:00 AM		In-Progress
⚠ 111			11/24/2014					In-Progress
✓ 1411210129-002	ASSAUL - ASSAULT	5 - Inactive	11/21/2014	11/21/2014	SRMS-021 - Heeney, Jeff	11/21/2014 2:16:10 PM		In-Progress
✓ 1525100028-001	1488-15/AGG ASSAULT/LEE/AMBROSE	2 - Arrest	1/6/2015	1/6/2015	SRMS-37 - TEST04	1/6/2015 9:24:00 AM		In-Progress
✓ 1525100027-001	1488-15/aggasslt/lee/ritsema	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 9:24:00 AM		In-Progress
⚠ 1525100032-001	1488-15/B&E/Marijuana/Shmo/Moneys/Lanker	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 1:00:16 PM		In-Progress
✓ 1525100037-002	1313/Assault/Smith/Jones/TEST01	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 10:38:41 AM		In-Progress
✓ 1406270111-001	kkee/ekkee	2 - Arrest	7/15/2014		SRMS-014 - Dowell, Mary	7/15/2014 4:23:33 AM		Review
✓ 201410310115-001	1	4 - Active	10/31/2014	10/31/2014	SRMS-012 - Krame	10/31/2014 10:27:20 AM		Review
✓ 201410310116-001	98009/test print/krame	4 - Active	10/31/2014	10/31/2014	SRMS-014 - Dowell, Mary	10/31/2014 11:12:45 AM		Review
✓ 201411050117-001	30	4 - Active	11/5/2014	11/5/2014	SRMS-014 - Krame	11/5/2014 9:24:00 AM		Review
✓ 2014111301-001	13002/aggravated assault/smith/jones/murray	4 - Active	11/13/2014	11/13/2014	SRMS-014 - Dowell, Mary	11/13/2014 8:30:00 AM		Review
✓ 1425100001-001	13001/Simple Assault/Jones/Dowell	4 - Active	12/29/2014	12/29/2014	SRMS-014 - Dowell, Mary	12/29/2014 10:44:00 AM		Supervisor Approval
✓ 1425100004-001	13001/Assault/Jones/Smith/Dowell	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 9:24:55 AM		Supervisor Approval
✓ 1425100008-001	29000/MDOP/Smith/Dowell	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 11:00:00 AM		Supervisor Approval
✓ 1425100009-001	29000/MDOP/Jones/Dowell	4 - Active	12/30/2014	12/30/2014	SRMS-014 - Dowell, Mary	12/30/2014 11:00:00 AM		Supervisor Approval
✓ 1525100019-001	15-289/larceny/smith/dowell	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 7:00:00 AM		Supervisor Approval
✓ 1525100025-001	1487-15/SUSPICIOUS/PETERS/RITSEMA	8 - Not a Crime/Other Service	1/6/2015	1/6/2015	SRMS-39 - TEST06	1/6/2015 11:45:00 AM		Supervisor Approval
✓ 1525100021-001	1478-15/Suspicious/Peters/Lanker	5 - Inactive	1/6/2015	1/6/2015	SRMS-38 - TEST05	1/6/2015 11:00:00 AM		Supervisor Approval
✓ 1525100024-001	15-0001/SUSPICIOUS/PETERS/OTT	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 11:00:00 AM		Supervisor Approval
✓ 1525100022-001	1487-15/Suspicious/Peters/Ambrose	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 11:00:00 AM		Supervisor Approval
✓ 1525100023-001	15-0045/suspicious/peters/travis	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 11:00:00 AM		Supervisor Approval
✓ 1525100026-001	1488-15/Aggravated Assault/Lee/ITall/La	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 11:00:00 AM		Supervisor Approval
✓ 1525100036-001	23007/Larceny/Smith/TEST01	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 11:00:00 AM		Supervisor Approval
✓ 1525100037-001	1313/Assault/Smith/Jones/TEST01	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 11:00:00 AM		Supervisor Approval
✓ 2014120901-001	13001/Assault/Jones/Dowell	4 - Active	12/9/2014	12/9/2014	SRMS-014 - Dowell, Mary	12/9/2014 4:00:00 PM		Work-Complete
✓ 1425100002-001	13001/Simple Assault/Smith/Test13	4 - Active	12/9/2014	12/9/2014	SRMS-014 - Dowell, Mary	12/9/2014 4:00:00 PM		Work-Complete
✓ 1425100003-001	13001/Simple Assault/Smith/Smith/Mur	4 - Active	12/9/2014	12/9/2014	SRMS-014 - Dowell, Mary	12/9/2014 4:00:00 PM		Work-Complete
✓ 1525100029-001	15-0002/AGGRAVATED ASSAULT/LEE/ITT	4 - Active	1/6/2015	1/6/2015	SRMS-014 - Dowell, Mary	1/6/2015 9:24:00 AM		Work-Complete
✓ 1525100030-001	15-0046	2 - Arrest	1/6/2015	1/6/2015	SRMS-35 - TEST02	1/6/2015 9:24:00 AM		Work-Complete
✓ 1525100035-001	TEST Marquette City	4 - Active	1/15/2015	1/15/2015	SRMS-014 - Dowell, Mary	1/15/2015 10:18:40 AM		Work-Complete

Click once on "Workflow Stage" to sort this column alphabetically

If the Workflow Stage is anything other than Work-Complete, it is not marked for submission and can not be sent to MICR.

Every Agency has different stages in their workflow process. The final stage is the same in every agency. To ensure that all of the necessary reports have been sent to MICR the workflow stage must say: "Work-Complete"

If you have any questions regarding the system, please contact the SRMS staff at:

(517) 335-SRMS (7767)

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